CRIEFF COMMUNITY TRUST

(a company limited by guarantee)

DIRECTORS' AND TRUSTEES' ANNUAL REPORT,

AND

FINANCIAL STATEMENTS

For the year ended 31 March 2019

Charity number SC044348

Company registration number SC445952

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity and Company Name:	Crieff Community Trust
Scottish Charity number:	SC044348
Company registration number:	SC445952
Registered Office and Principal Address:	Findal 21 Strathearn Terrace Crieff PH7 3AQ

Current Directors and Trustees (as at 31 March 2019 and date of appointment for those appointed after 1 April 2018)

Ailsa Campbell (Chair)	
Ann Ross	
Mirela MacInnes (Treasurer)	
James Anderson	
Ian Christie	
Claire Sanville	
Peter Littwin	
John Laurie	(appointed 7 June 2018)
Daniel Grandfield	(appointed 17 January 2019)

Other Directors and Trustees who served during the year (and date of resignation)

Gilbert Martin	(resigned 18 October 2018)
Charles Crookshank	(resigned 26 November 2018)
Rona McCarra	(resigned 10 December 2018)
Elizabeth Ann Bell (Secretary)	(resigned 2 January 2019)

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Independent Examiner	Noel Paterson FCCA
Bankers	Clydesdale Bank High Street Crieff

DIRECTORS' ANNUAL REPORT FOR THE PERIOD ENDED 31ST MARCH 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Directors present their report and financial statements for the year ended 31 March 2019. The Directors, who are also Trustees for the purpose of charity law, are set out on page 2.

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 25 March 2013 and registered as a charity on 23 October 2013.

The company was established under a Memorandum of Association, and is governed under its Articles of Association. As a company limited by guarantee, Crieff Community Trust does not issue shares. Members are required to contribute an amount not exceeding £1 in the event of the company being dissolved while they are members or within 1 year of their membership ceasing.

Recruitment and appointment of Directors and Trustees

Member Directors may be elected by Members at the Annual General Meeting. The Board may appoint additional Member Directors at any time, up to a maximum of 12 Member Directors. The Board may also appoint up to 3 Co-opted Directors, who need not be Company Members.

Organisational Structure

The company is controlled by the Board of Directors. The Board normally meets monthly, with a quorum of 5 Directors required for business decisions. The activities of the company are carried out through Action Groups consisting of volunteer members. The Board is accountable for ensuring that these activities are well managed and are consistent with the company's objects.

OBJECTIVES AND ACTIVITIES

The objectives of Crieff Community Trust are:

(a) To advance citizenship and / or community development, including regeneration within Crieff and the promotion of volunteering

(b) To advance the arts, heritage and culture for the benefit of the community

(c) To advance public participation in sport, for example through the provision of improved facilities available to the community

(d) To provide, or assist in providing, recreational facilities, and/or organising recreational activities, which will be available to members of the Community and public at large with the object of improving the conditions of life of the Community

Main Activities and Achievements

The main activities of the Trust to date are derived from the Crieff Community Action Plan 2013 – 2018 and other significant pieces of community consultation such as *A Future for the Assets of Crieff - Feasibility Study into the Future Use and Development of a Community Owned Building in Crieff* delivered in 2017.

Acting on the findings and recommendations of the 2017 Study, the Trust submitted an application to the Big Lottery Fund (National Lottery Community Fund) and was successful in obtaining a Medium Grant for a Community-led Activity. This enabled the Trust to employ a Community Development Officer (CDO) whose primary role is to build capacity of the Trust in order to achieve objectives under the Crieff Community Action Plan and the key themes from the 2017 Study.

The Trust was also successful in obtaining grant funding from the Scottish Government's Strengthening Communities Programme, which resulted in the appointment of a Project Development Officer (PDO). This post is key in addressing themes identified as priorities for the Crieff community which include regeneration of derelict buildings in the town centre through the empowerment of community groups to develop skills and implement future regeneration projects.

The Rural Perth and Kinross LEADER Programme 2014-2020 provided assistance by awarding match funding for the Big Lottery Fund Grant and supported the Trust in establishing a co-working space, which serves as an enterprise hub for collaboration as well as an office for the CDO and PDO.

Following another successful grant funding application, the Scottish Government's Community Choices Fund authorised the Trust to build on and maintain the participatory budgeting in Crieff.

Crieff Community Trust is grateful to all the funding bodies who are continuing to provide financial support and are helping the Trust to become a resilient and sustainable community anchor organisation.

The main activities carried out in the past year by Crieff Community Trust are:

Co-working in Crieff

After four years of hard work Crieff's first co-working space Can Do Crieff was opened in February 2019. The Trust could not have managed the final hurdles without the commitment of the CDO and dedicated contractors. A delay in securing match funding and lengthy lease negotiations meant the space did not open until February 2019 instead of spring 2018 as was hoped. After opening its doors, new members are joining on a steady basis and the space is on track to reach the goal of 16 members by the end of March 2020. Can Do Crieff is managed by the CDO and used as a base to undertake other responsibilities within the role.

Crieff Community Action Plan

The other part of the CDO's role is helping build community cohesion and collaboration and increase volunteer capacity. The CDO is working with the PDO to refresh the Crieff Community Action Plan 2019 - 2024. Together with other representatives of the Trust, they are working collaboratively with other groups and stakeholders in Crieff and Strathearn to gather already completed community surveys and consultations which will form a basis for a database of Crieff action points, creating a stronger sense of ownership from the entire community. This will help establish a network of connections within Crieff and identify projects to address the community needs and priorities for the next five years.

Participatory Budgeting

The Trust was awarded £55,190 from the Scottish Government Community Choices Fund (CCF) to increase the impact of participatory budgeting in order to support community empowerment and build on participatory democracy. The Trust acted as a conduit in connecting and uniting groups within the town with a shared agenda of supporting local causes. Crieff's CCF initiative was named 'Cash For Crieff' by a focus group of community members who got together to vote on the fund priorities and was carried out by the Trust's organised hardworking PDO.

The community decided how the money was to be spent at a focus group where people voted on the maximum/minimum bid amounts, how voting would take place, who could apply and how reporting would be carried out. The entire process was carried out from November 2018 to March 2019. An application form was developed, following criteria decided on by community members. There were two events and an open consultation provided to assist groups to apply for funding and to work collaboratively. Twenty groups made the public vote which was delivered online and at various locations throughout the town for the first two weeks in March. All eligible children in the area were given the chance to vote in school and were presented with the various project choices to enable decision making. Residential homes were also provided with in-house voting opportunities. In total, 991 eligible votes were made by Crieff residents.

Recipients of the fund were informed at an awards ceremony and celebration in mid-March. Grants were awarded to all twenty applicants – total awarded £42,081.91. £2,081.91 taken from underspend from salary costs of CCF for £500 for four groups with the least votes. The grants were given to a wide, diverse range of community groups and causes: a Crieff Museum Group, Saturday football, recording the local newspaper for the blind or partially sighted, the opening celebration of an all abilities area in the local park, horse riding for people with special needs and art activities for people with mental health issues. Further underspend of £8,000 from CCF salary costs will be paid for an 'Unlocking Potential' tool via Assist Social Capital for evaluating intangible social benefits of CCF, Can Do Crieff and Crieff Community Action Plan 2013-2018.

Derelict Buildings

Following on from the Empty Buildings Appraisal of 2017 the Trust investigated the feasibility of affordable housing and a bunkhouse in a derelict building in the town centre; the outcome was that it was not viable. Tenaciously, the Trust continues to meet with the local authority on a regular basis to discuss possible solutions to Crieff's vacant and derelict buildings.

Community Woodland & Paths

During the year the Trust has continued working to improve the community-owned Turretbank Wood. A grant obtained from Foundation Scotland was used to fund a tree survey by TD Tree and Land Services to identify and quantify observable hazards within the trees, in direct target of the high use areas of the woodland. Their recommendations were carried out by RTS Ltd using some of the Trust monies ring-fenced and set aside for the improvement of Crieff's green spaces.

In addition, during the year the Trust has been working to develop and maintain the path network. The Trust is also working with the Community Greenspace Team at Perth and Kinross Council to develop the designated core path between Trowan and Comrie. The Trust continues to investigate the best way to form an all abilities link from Turretbank Wood to the rest of Lady Mary's Walk. Six programmed volunteer days were again arranged in the battle against the invasive non-native Species, Himalayan Balsam and this year the Trust was also assisted at three of the sessions by a total of 45 school children as part of their Civics Programme.

Organisation Development

In addition to the activities carried out for the benefit of Crieff in the past year, CCT Trustees have, with the help of their staff, continued to work on organisational development, governance and creating and implementing policies to strengthen the Trust so it is a solid resilient organisation for Crieff for years to come. The Trustees have also reviewed CCT's Articles of Association in light of the updated Community Empowerment Act 2015. Any necessary changes to the Articles will be proposed to be formally accepted at the AGM and published on CCT's website.

FINANCIAL REVIEW

Summary

In its sixth year of operation, the Trust has covered its operating costs and maintained its unrestricted reserves, by running a successful fundraising event and operating a co-working space. First year revenue and capital funding from the Big Lottery Medium Grant for Community-led Activity, Strengthening Communities Programme, Community Choices Fund and LEADER grants are referred to above and detailed in Note 3. Unrestricted reserves at the end of the financial year are £2,169.

Trustee Remuneration and expenses

No trustees received any remuneration.

Policy on reserves

We aim to maintain reserves equivalent to 1 year's unrestricted expenditure. This policy will be reviewed annually, and revised if our circumstances and assessment of financial risk change significantly.

Statement of Directors' Responsibilities

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the directors should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statement on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Directors are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006 and the Charities and Trustees Investment (Scotland) Act 2005. The Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Directors and Trustees and signed on their behalf:

..... Ailsa Campbell, Director Date 08/08/19

Independent Examiner's Report to the Trustees of Crieff Community Trust

I report on the accounts of the charity for the year ended 31 March 2019 which are set out on pages 9 to 14.

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the 2006 Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the 2006 Accounts Regulations. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in any material respect the requirements:
    - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations
    - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Noel D Paterson

Date: 08/08/19

Noel Paterson FCCA

61 Burrell Street
Crieff PH7 4DG

CRIEFF COMMUNITY TRUST

Statement of Financial Activities

Including Income and Expenditure Account

Statement of financial activities	Note	01-Apr-18 to 31- Mar-19 Unrestricted funds	Restricted income funds	Total this year	31-Mar-18 Total last year
Income and Endowments from:	2				
Donations and Legacies		93	165,035	165,128	44,978
Other trading activities		1,251	0	1,251	2,060
Total		1,344	165,035	166,379	47,038
Expenditure on:	3				
Raising funds		879	746	1,624	408
Charitable activities		1,833	128,936	130,769	26,944
Total		2,711	129,682	132,393	27,353
Net income/(expenditure)		(1,367)	35,353	33,986	19,685
Net movement in funds		(1,367)	35,353	33,986	19,685
Total funds brought forward		3,536	21,899	25,435	5,750
Total funds carried forward		2,169	57,252	59,421	25,435

The statement of financial activities includes all gains and losses in the year. All incoming resources and resources expended derive from continuing activities.

CRIEFF COMMUNITY TRUST

Company No: SC445952

Balance Sheet as at 31 March 2019

	Note	Unrestricted funds	Restricted income funds	Total this year	Total last year
Fixed assets					
Tangible assets	6	993	2,359	3,352	1,103
Total fixed assets		993	2,359	3,352	1,103
Current assets					
Debtors		0	44,308	44,308	
Cash at bank and in hand		426	47,493	47,919	24,478
Total current assets		426	91,801	92,227	24,478
Current liabilities					
Creditors: amounts falling due within one year	4		36,158	36,158	146
Net assets		426	58,002	59,421	25,435
Funds of the Charity					
Unrestricted funds		2,169		2,169	3,536
Restricted income funds			57,252	57,252	21,899
Total charity funds		2,169	57,252	59,421	25,435

The Directors confirm that:

- For the year ended 31 March 2019, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.
- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Approved by the Directors and Trustees, and signed on their behalf:

Ailsa Campbell, Director Date 08/08/19

Mirela MacInnes, Director Date 07/08/2019

Notes to the Accounts

1. Accounting policies

Basis of accounting

These accounts have been prepared on the basis of historic cost, in accordance with Charities SORP (FRS 102) that applies the Financial Reporting Standard applicable in the UK and Republic of Ireland and the Charities Accounts (Scotland) Amendment Regulations 2014.

Incoming resources

Incoming resources are included in the Statement of Financial Activities when the Trust becomes entitled to the resources and the amount can be quantified with reasonable accuracy.

Expenditure and liabilities

Liabilities are recognised as soon as there is a legal or constructive obligation requiring the Trust to pay out resources.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions by the donor on their expenditure.

Tangible fixed assets

Tangible fixed assets are included at cost and are depreciated by equal annual instalments over their estimated useful lives, which are:

Fixtures and fittings	10 years
Computer equipment	4 years

The value for capitalisation of assets is £1,000.

VAT

The Trust is not registered for VAT and accordingly costs are stated inclusive of applicable VAT.

Taxation

The Trust is recognised as a charity by HM Revenue and Customs and is exempt from Corporation Tax. No provision for taxation has been made in the accounts.

Pension costs

The Trust participates in the National Employment Savings Trust pension scheme.

2. Analysis of Income and Endowments

		2019			2018
		Unrestricted	Restricted	Total	
		£	£	£	£
Donations and legacies		93	-	93	6,878
Grants:					
Scottish Community Alliance		-	397	397	-
Foundation Scotland		-	1,500	1,500	-
Strengthening Communities Programme		-	31,640	31,640	-
Community Choices Fund		-	55,190	55,190	-
Big Lottery Medium Grant		-	62,350	62,350	18,100
LEADER		-	13,958	13,958	-
PKC Vacant Property Feasibility Funding		-	-	-	10,000
PKC Community Economic Development		-	-	-	10,000
	Total	93	165,035	165,128	44,978
Income from other trading activities					
Fundraising		766	-	766	849
Can Do Crieff		485	-	485	-
Quiz Night		-	-	-	1,121
Bake Sale		-	-	-	89
	Total	1,251	-	1,251	2,060
	TOTAL	1,344	165,035	166,379	47,038

3. Analysis of Expenditure

		2019			2018
		Unrestricted	Restricted	Total	
		£	£	£	£
Expenditure on Raising Funds					
Quiz night		-	-	-	408
Website Design and hosting		791	746	1,536	-
Advertising and marketing		88	-	88	-
	Total	879	746	1,624	408
Expenditure on Charitable Activities					
Salaries		-	40,270	40,270	-
Cash for Crieff		-	42,082	42,082	-
Can Do Crieff refurbishment		167	18,432	18,599	-
Fixtures, fittings and furniture		155	2,511	2,666	-
IT equipment		-	1,693	-	-
Rent and room hire		34	7,715	7,748	118
Legal fees		219	753	972	20,615
Professional fees		-	8,096	8,096	3,383
Turretbank Wood improvement		-	3,780	3,780	1,604
Training & conferences		130	373	503	172
Public liability Insurance		624	-	624	417
Job advertisements		-	230	230	250
DTAS membership		90	-	90	75
Travel expenses		55	49	104	134
Advertising		-	2,557	2,557	13
Depreciation		110	-	110	122
Other		248	395	643	41
	Total	1,833	128,936	130,769	26,944
	TOTAL	2,711	129,682	132,393	27,352

4. Creditors – amounts falling due within 1 year

	2019			2018
	Unrestricted funds	Restricted funds	Total	
	£	£	£	£
Accruals	185	35,972	36,158	146

Accrued expenditure from unrestricted funds is listed below:

Website	45
Advertising	88
Other	40
Xero accountancy	13
Unrestricted Total	185

A large proportion of accruals at the end of the financial year consists of funds that were allocated for the various Cash for Crieff projects, as follows:

Strathearn RDA	280
Brass Central	1,000
Crieff Connexions	2,667
Vale of Earn Football Club	1,000
Strathearn Art for Experience	2,100
Remake Scotland	3,800
Crieff Juniors Football Club	3,872
Kids Week in Crieff	3,965
First Crieff Guide Unit	4,000
Crieff Community Council	2,700
Crieff Museum Group	2,000
Friends of Macrosty Park	2,895
St Dominics Parent Council	4,000
NEST	128
HMRC payments	1,451
Can Do Crieff	114
Restricted Total	35,972

5. Movement of Funds

Restricted Funds	At 1 April 2018	Incoming resources	Outgoing resources	Transfers between funds	At 31 March 2019
Big Lottery Medium Grant for Community-Led Activity	14,718	62,350	43,846	-	33,222
Strengthening Communities Programme	-	31,640	30,981	(1,754)	2,413
Community Choices Fund	-	55,190	45,851	-	9,339
LEADER	-	13,958	6,907	(605)	7,656
Foundation Scotland	-	1,500	1,500	-	0
Scottish Community Alliance	-	397	373	-	24
Perth and Kinross Small Grants	7,181	-	2,583	-	4,598
Unrestricted Funds	3,536	1,344	2,711	-	2,169
Total funds	25,435	166,379	134,752	-	59,421

6. Tangible Fixed Assets

		Fixtures, fittings and equipment
Tangible assets	**Cost or valuation**	
	At beginning of the year	1,225
	Additions	2,359
	Disposals	
	Revaluations	
	Transfers	
	At end of the year	3,584
	Depreciation and impairments	
	At beginning of the year	122
	Disposals	
	Depreciation	110
	Impariment	
	Transfers	
	At the end of the year	232
	Net book value at beginning of the year	1,103
	Net book value at end of the year	3,352